

## L&I, Office of Information Technology Procedure

<b>Name:</b>	Security Incident Reporting for Social Security Administration
<b>Effective Date:</b>	December 2016
<b>Category:</b>	Security
<b>Version:</b>	1.1

### 1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners, and contractors when L&I has declared or suspects a breach or loss of Personally Identifiable Information (PII) or a security incident that includes Social Security Administration (SSA) provided data.

### 2. Procedure:

The procedure is implemented by various IT staff under the direction of the L&I Chief Information Security Officer (CISO) under the authority of the Chief Information Officer (CIO), or Deputy Chief Information Officer (DCIO).

<u>Step</u>	<u>Responsibility</u>	<u>Action</u>
1.	Any User	If any L&I User becomes aware of suspected or actual loss of PII, he or she must immediately contact the L&I CISO <a href="mailto:RA-LI-OIT-DLICISO@pa.gov">RA-LI-OIT-DLICISO@pa.gov</a> .
2.	CISO	Notify the agency CIO, Communications and Press Office(CPO) and Deputy Secretary for Administration immediately after confirmation that a High or Critical level information security incident has occurred and an L&I incident tracking number has been assigned.
3.	CISO	Coordinate incident with L&I and Office of Administration (OA) Enterprise Security.
4.	CSIO	Completes SSA PII Loss Reporting Worksheet.
5.	CISO	Notify the United States Computer Emergency Readiness Team (US-CERT) within one hour of discovering the incident.
6.	CISO	Must also notify the SSA Systems Security contact named in the Electronic Information Exchange Partner (EIEP) agreement. <ul style="list-style-type: none"> <li>• If L&amp;I has been unable to make contact within 1 hour with that person the CISO must call SSA's National Network Service Center (NNSC) toll free at 877-697-</li> </ul>

**L&I, Office of Information Technology Procedure**

4889 (select "Security and PII Reporting" from the options list).

- |    |      |  |
|----|------|--|
| 7. | CISO | Provide updates as they become available to SSA contact, as appropriate. Refer to the worksheet provided in the EIEP agreement to facilitate gathering and organizing information about an incident. |
| 8. | SSA  | Make determination if the risk presented by the breach or security incident requires the notification of the individuals whose information is involved and/or remediation action.                    |
| 9. | L&I  | Perform identified remediation actions as outlined by SSA.   |

**3. References:**

[L&I, OIT Policy Definitions](#)

[SEC-008](#) – Security Incident Response Policy

[Reporting Information Security Incidents](#)

[Security Incident Reporting for Internal Revenue Service](#)

[Security Breach Checklist](#)

[OA ITP-SEC024](#) IT Security Incident Reporting Policy

**4. Version Control:**

<b>Version</b>	<b>Date</b>	<b>Purpose</b>
1.0	08/2008	Base Document
1.1	12/2016	Reformatted, revised content